



## **County of Door DEPARTMENT OF SOCIAL SERVICES**

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### **2nd Public Hearing on the 2011 Programs and Budget for the Department of Social Services and the Senior Resource Center Social Services Board Meeting July 13, 2010**

Social Services Board Chairman, Mark Moeller, called the July 13, 2010 public hearing to order at 1:03 p.m. Other Board members present were, Patrick Olson, Dale Wiegand, and Charles Brann. Department staff present were, Roger Tepe, Bev Knutson, Kay Englebert, Mike VanEss, Joanne Ator, and Doreen Weyenberg. Board Member, Ben Meyer, was not in attendance for the Public Hearing.

Mark Moeller welcomed those who were present for the 2nd Public Hearing. Mark Moeller asked Roger Tepe, Director of the Department of Social Services, if the public hearing had been properly noticed. Roger indicated that it was, and it was published twice in the Door County Advocate. Chairman Mark Moeller introduced the Board members to those in attendance at the Public Hearing. Chairman Mark Moeller opened the meeting with a statement regarding the purpose of the hearing and the procedures, which would be followed.

Mark Moeller asked Roger Tepe if there was any written correspondence to present; and Roger indicated that written correspondence was received from Family Services and HELP of Door County. A written summary of the two pieces of correspondence was provided for the Board members in their meeting packet.

Three (3) individuals / organizations attended the public hearing. In attendance and speaking at the Public Hearing:

Barb Maskell – HELP of Door County. Barb recapped what was in the correspondence sent to Roger Tepe and indicated that the primary reason for her being present was to answer any questions the Board may have. Barb explained to the Board members how the supervised visitation and exchange program worked, which is a service being utilized by the Door County Department of Social Services. HELP of Door County is requesting an increase in contribution from the Department of Social Services, \$2,500.00 to \$6,000.00.

Susan Kohout – League of Women Voters. Susan commented that the Department of Social Services is mandated by the State to continue most of the programs that it currently provides. After reviewing the "White Paper" and noting the concerns, it is the League of Women Voters recommendation that the Department should attempt recovery of the lost staff time in the Long Term Care Unit and Adult Protective Services program. This unit is currently short a staff member.

Others in attendance but who did not speak: Leo W. Zipperer, Door County Board Chairman.

Chairman Mark Moeller concluded the hearing by thanking all participants and the attendees for their time and for expressing their thoughts.

The Public Hearing concluded at 1:20 p.m.

### **Social Services Board Meeting**

**1. Call to Order:** Chair Mark Moeller called the July 13, 2010 meeting of the Social Services Board to order at 1:20 p.m. Board members present were Patrick Olson, Dale Wiegand, Ben Meyer, and Charles Brann. Department staff present were Roger Tepe, Bev Knutson, Doreen Weyenberg, Kay Englebert, Mike VanEss, and Joanne Ator.

**2. Establish a Quorum:** Enough Board members were in attendance to establish a quorum (5 out of 5 members were present).

**3. Approve Agenda:** Motion by Charles Brann, second by Patrick Olson to adopt the agenda as posted. Motion carried.

**4. Public Participation / Supervisor Response:** There was no public participation.

**5. Review and Approve Minutes of Social Services Board Meeting.** Motion by Dale Wiegand, second by Ben Meyer to approve the minutes of the June 8, 2010 meeting of the Social Services Board. The motion carried unanimously.

**6. Review and Approve Vouchers to be paid in July 2010.** Upon review and discussion, motion by Ben Meyer, second by Charles Brann to approve the vouchers as submitted and detailed below:

**Social Services**

Total Social Services expenditures submitted for approval \$ 176,729.72

**Senior Resource Center**

Total Senior Resource Center expenditures submitted for approval \$ 52,627.88

**Total Expenditures for approval**

**\$ 229,357.60**

The motion carried unanimously.

**7. Old Business:** There was no old business to discuss.

**8. New Business – Action Required.** There was no new business to discuss that required action.

**9. New Business – Informational Only.**

a.) **Comments / discussion about today's final budget public hearing for 2011.** Roger informed the Board that the two of the larger cost items for the Department are payroll and Child and Family Services placements for 2011. Once those two costs are

more thoroughly estimated, the Management Team will then begin looking at each line item. Michael Serpe, County Administrator, advised the Department Heads to work with a "cost to continue" parameter when calculating the 2011 budget. It was the general consensus of the Board to accommodate at least a portion of HELP's request for an increase in funding, if at all possible.

No action was taken.

**b.) 2011 budget process – status.** Roger had a few mini-updates for the Board on the 2011 budget. Roger reported that "we" know fairly well what is likely to happen with the State for the first half of 2011. It is the second half of 2011 that is unknown with the State, because that will be part of the 2011 – 2013 State biennial budget, which has not even been proposed yet, much less passed.

Roger then shared a new budget worksheet with the Board members. This worksheet is due to Michael Serpe by August 13<sup>th</sup>. Roger will be completing a worksheet for each unit which will identify key programs areas, the accompanying funding source(s), and indicate whether the program is mandated or not mandated.

Other items affecting the 2011 budget are computer upgrades for the Child and Family Services Unit, Administrative Services, and Management. There is a pending re-class, one likely retirement for 2010 and a possible retirement for 2011. With the retirements, we would be looking at refilling those positions. In reference to the comment made by Susan Kohout, Social Services will be requesting the equivalent of one (1) FTE position, which will provide some additional help for both the Long Term Care and Adult Protective Service programs.

No action was taken.

**c.) New Senior Resource Center / ADRC / Public Health building – status.** The request will go to the Finance Committee on July 19<sup>th</sup>. If the request is successful, it will move on to the County Board on July 27<sup>th</sup>. Roger did indicate that part of the new Senior Resource Center will house the ADRC. If the request is not passed, additional costs will be incurred in setting up a location for the ADRC outside of the County's currently owned facilities.

No action was taken.

## **10. Recurring Program Initiatives – Informational Only.**

**a.) ADRC.** Roger Tepe updated the Board on the ADRC. The initial meeting with Buck Rhyme, a State consultant, took place. Time was spent getting organized as two (2) departments, Social Services and Community Programs, would be involved in this structure. A next meeting date of July 29<sup>th</sup> was set and a few stakeholders would be invited. An Intent Letter was filed with the State and accepted for Door County to be a single county ADRC.

An issue that comes into play is the fact that there are three (3) different unions that could be affected by the ADRC – Social Services, Community Programs, and the Courthouse unions. A meeting is set for July 21<sup>st</sup> to meet with the Human Resources Department, the AFSCME union representative and stewards from each of the three (3) unions.

Monthly meetings will continue with the State consultant over the next year or so.

No action was taken.

**b.) Family Care.** Over the next two (2) years, our seven (7) individual counties will be merged into one (1) large Family Care organization. There are approximately 2,400 current waiver clients between the seven (7) counties. The transition time to transfer these clients into Family Care will take about six (6) – ten (10) months.

The first resolution to create the Family Care District and District Board will be presented to the County Board in September. Prior to that, an educational presentation will be given in August by Joe Krebsbach and Roger Tepe.

The District will be providing training for the social workers; and a website called "Base Camp" will be available for staff to learn more about the process. Board development is moving forward. Three (3) consumer representatives will be on the District Board. There will be term limits and consumer reps will rotate from county to county as their initial terms expire.

No action was taken.

**c.) Transportation.** The vendor for the shared taxi ride program, has been selected - Abby Vans, Inc. A public hearing was scheduled with the City of Sturgeon Bay Community Protection and Services Committee to take public comments about granting a city taxi license. The Attorney for the City, Attorney Randy Nesbitt, researched whether or not a city taxi license is required. Since the City of Sturgeon Bay is not holding the contract or providing any direct financial support, and the County of Door will be managing the contract, Mr. Nesbitt offered his opinion that no city taxi license is required. At the Public Hearing, the Committee decided to accept the city's attorney's opinion. Abby Vans, Inc. then withdrew its application for a city taxi license. With no pending license request, the Committee now had no jurisdiction over the matter and cancelled the Public Hearing.

Door 2 Door Rides, the name of the newly formed shared taxi ride program, will go live August 2<sup>nd</sup>. Boettcher Communications of Sturgeon Bay will be doing the marketing to introduce this new service. All dispatch operations will run out of the Neillsville operations center, although all vehicles and drivers will be local. Depending on the initial response to the new service, it would be possible to extend and even expand this service in the next grant cycle, which begins in January 2011.

No action was taken.

## **11. Management Reports – Informational Only.**

**a.) Administrative Services:** Kay Englebert reported that the Department was at 35% of budget at the end of June and 54% at the end of July.

**b.) Adult Protective Services Program:** Bev Knutson reported that the Adult Day Care program in Northern Door has opened. It will be open three (3) days a week; and they are sharing space with Dr. Travers' office. So far six (6) people have signed up; and there is space for 10-12 participants in total. The cost is \$8.00 per hour. The proposed new Senior Resource Center has multi-purpose space included that could be used for an Adult Day Care program in Sturgeon Bay.

Cases involving hoarding behaviors continue to be a problem for Adult Protective Services case workers. A small worker safety group was created to inform case workers of potential dangers that could exist. Dick Burress, Emergency Services, will be giving a presentation at their September meeting about disease prevention. Other topics of interest will be discussed at future meetings.

**c.) Aging Unit / Senior Resource Center:** There are 124 Senior Farmers Market coupons available to seniors through the State. Staff from the U.W. Extension Office provided nutritional education at all of the meal sites during the distribution of the coupons. The Senior Resource Center also partners with Feed My People for four (4) events during the year. There were 25 very appreciative low income seniors who received a bag of groceries for the 4<sup>th</sup> of July from Feed My People. Bev also noted that the Center received a \$500.00 donation to go towards getting a frozen meals program started in Southern Door. Alcohol abuse is becoming a concerning factor, as more and more falls are happening with seniors due to alcohol. On September 10<sup>th</sup> a Packer Extravaganza will take place at the Senior Resource Center and Mark Moeller will be doing the grilling!

**d.) Child and Family Services Unit:** Dori Weyenberg updated the Board members on the number of children / juveniles in placement. She also reported that Leadership by Choice, a program through the Team Leadership Center, has started up. There are also two (2) new foster homes in the application process. If they are approved, there will be a total of 18 foster homes available. Dori did note that most of the foster homes provide respite care also.

**e.) Economic Support:** Joanne Ator indicated that the FoodShare caseload was up 12% from May 2010 to May 2009. In May, 2,116 people were receiving FoodShare; which is a 3% increase over April of 2010. Joanne also reported that the number of new contacts in May was 15% higher than May of 2009. There is an increase in seniors applying for FoodShare. There is also an increase in applications in the W-2 program; a job training program for single parents with children. Those that are applying have work histories and skills, but have been affected by the poor economy. The Energy Assistance Program received additional funding. This program is a bill paying program and is subcontracted to the Women's Employment Project at the Job Center. In addition, Lakeshore CAP has made \$19,000.00 available to the Energy Program. Payments will assist clients who face utility disconnections until September 2010. BadgerCare Basic is available for low income individuals who will pay a monthly premium of \$130.00. This program is administered by the State.

**f.) Long Term Care:** Mike VanEss informed the Board that there are currently 33 individuals on the wait list; and he anticipates that this number will increase. Case managers are overloaded and are struggling to stay caught up. Intakes are coming in on a regular basis – an average of five (5) new intakes per week. There is no cap on the number of cases a case manager can have; but there are some cases that are more involved than others; taking more of the case manager's time. The staff has been managing with one less staff person, but the stress is starting to take its toll. Mike has been tracking the number of days an individual is on the wait list. Last year the average was 160 days. Now it averages out to be about 200 days. Approximately 100 – 110 individuals are serviced by 2 ½ case managers. Mike commented that a positive aspect of Family Care starting soon is that Door County is now perceived as a potential area for expansion by service providers. Helping Hands Care Givers, an organization out of Green Bay, is currently providing services to a client on the wait list. This agency will bill Medicaid directly so the client does not have to pay.

**g.) Director's Report:** Roger Tepe received a call from Door County Memorial Hospital regarding some confusion over emergency detention versus Protective Placement. Door County Memorial Hospital legally can not detain anyone on an emergency basis for alcohol or drugs for the initial 72 hours in their facility. This is a different situation altogether when someone with dementia needs to be protectively placed until information is sorted through and a new case plan can be developed. A solution might be to "hold" a bed at a local adult home. This way, there would be constant supervision in a less restrictive setting than a hospital.

At the recent Property Committee meeting, it was decided to look into if any old squad cars would be coming off the road and be available for a replacement fleet vehicle. The Social Services van was going to be replaced with a newer vehicle; and the department van would then be turned over to the Maintenance Department and added to their fleet. In return the Maintenance Department would retire the Taurus; then having three (3) minivans in the fleet. There are a few individuals who feel more comfortable driving a sedan versus a van. Ordering a new Social Services van is on hold until next months meeting.

Roger also informed the Board of the passing of Cy Rosenthal, who worked in Community Programs.

The committee took no action on informational items presented.

**12. Approve / Amend Suggested Next Meeting Date:** The Board set its next monthly meeting for 1:00 p.m., Tuesday, August 10, 2010 at the Government Center in the Chambers Room.

**13. Adjournment:** Motion by Patrick Olson, second by Charles Brann to adjourn the meeting at 3:27 p.m., Motion carried.

Respectfully Submitted,

Christine Coulthurst  
Recording Secretary

APPROVED BY:

